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13 June 1955

MEMORANDUM FOR: All Members of the Staffs (PS, MS, SS, DS)

FROM: Deputy Director of Personnel for Planning and Development

The following statement of functions of the office of the DD/Pers/PD and of the four Staffs -- Plans, Mobilization, Selection, and Development -- has evolved during the course of the management survey of the Office of Personnel conducted by the Management Staff. It has been agreed to at the working level. It should be emphasized that this statement of functions has not been formally approved by the Chief, Management Staff, by the Director of Personnel or by the Deputy Director (Support). This text is being made available at this time for guidance and planning purposes.

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Deputy Director of Personnel
for Planning and Development

F U N C T I O N SDEPUTY DIRECTOR OF PERSONNEL FOR PLANNING AND DEVELOPMENT

The Deputy Director of Personnel for Planning and Development, in an advisory capacity to, and under the general direction of, the Director of Personnel, shall:

1. Assist in the formulation, development and coordination of policies, regulations, practices and standards to govern personnel management throughout the Agency.
2. Develop plans and recommendations to meet the Agency long-range manpower requirements, to establish the personnel reserve program, and for the mobilization of manpower in the event of a national emergency; and conduct liaison with ODM and the Department of Defense on personnel mobilization matters.
3. Review and evaluate Agency personnel management practices for compliance with regulations and recommend appropriate action where indicated.

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4. Analyze the personnel management implications in policies, plans, proposals, legislation and projects initiated within or without the Office of Personnel and make appropriate recommendations concerning the action which may be taken by the Director of Personnel.
5. Conduct research in the general field of personnel management to the extent necessary to the performance of the mission of the Director of Personnel.
6. Provide a channel between the CIA Career Council and the Heads of the several Career Services for the inter-change of information, guidance, problems and interpretations; monitor and evaluate the performance of the individual Career Services to determine uniformity of performance and compliance with the intents and purposes of the Council; and make appropriate recommendations where indicated.
7. Administer the Agency Junior and Senior Career Development Program.
8. Implement Agency regulations for acquiring and retaining membership in the Career Staff and recommend criteria for the evaluation of the abilities, capabilities and deficiencies of personnel in order to determine their suitability for selection into the Career Staff.
9. Provide secretariat service and administrative support to the CIA Career Council, the CIA Selection Board and the Honor Awards Board as required of the Director of Personnel in his relation to these bodies.

PLANS STAFF

The Chief, Plans Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Assist in the formulation, development and coordination of policies, regulations, practices and standards to govern personnel management throughout the Agency.
2. Review and evaluate Agency personnel management practices for compliance with regulations and recommend appropriate action where indicated.
3. Analyze the personnel management implications in policies, plans, proposals, legislation and projects initiated within or without the Office of Personnel and make appropriate recommendations concerning the action which may be taken by the Director of Personnel.
4. Conduct research in the general field of personnel management to the extent necessary to the performance of the mission of the Director of Personnel.

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MOBILIZATION STAFF

The Chief, Mobilization Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Develop plans and recommendations concerning Agency policies and procedures on manpower requirements in support of the Agency's long-range mission.
2. Develop plans and recommendations for the Agency's mobilization of personnel in time of national emergency.
3. Provide policy guidance and advice to operating officials on personnel resources in connection with mobilization.
4. Develop a CIA Personnel Reserve Program.
5. Conduct liaison with ODM and the Department of Defense on personnel mobilization matters.

SELECTION STAFF

The Chief, Selection Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Implement Agency regulations for acquiring and retaining membership in the Career Staff.
2. Develop and recommend criteria for the evaluation of the abilities, capabilities and deficiencies of personnel in order to determine their suitability for selection into the Career Staff.
3. Provide administrative support to the CIA Selection Board as required by the Chairman and the Executive Director in the discharge of their responsibilities concerning the creation and administration of the Career Staff.

DEVELOPMENT STAFF

The Chief, Development Staff, under the general direction of the Deputy Director of Personnel for Planning and Development, shall:

1. Administer the Junior and Senior Career Development Program.
2. Monitor the career planning function in the Agency and provide guidance to, and serve as a focal point for the interchange of information among, Career Coords and Panels and Career Management Officers in regard to the principles and techniques of career development.
3. Monitor and evaluate the performance of the individual Career Services to determine uniformity of performance and compliance with the intent and purpose of the CIA Career Council.

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